

# Credit Memo


After you have placed your order in the ACDS system the Agency Delivery Report is generated, reflecting what the Commodity Office intended to have delivered.

Have the Agency Delivery Report with you when the Delivery Truck arrives.

## ***Before the delivery driver leaves.***

- Count for correct amount & items ordered. (Do not accept items not on your list.)
- Check for damage, overage, shortage, miss-pick and errors.
- Note discrepancies or problems on your invoice & Agency Delivery Report, there should also be a total of **FOUR** signatures on the invoice which includes (see picture below for an example):
  1. Driver Initials at the bottom of the invoice
  2. Child Nutrition Director or Representative signature at the bottom of the invoice
  3. Drivers signature near the discrepancy
  4. Child Nutrition Director's signature near the discrepancy
- Within **two** (2) business days, email, or fax both your **ACDS Agency Delivery Report Invoice** and your **Delivery Invoice Ticket** to the Commodity Distribution Office at 501-371-1410 for credit.

## **EXAMPLE:**



3203 Industrial Park Road  
P.O. Box 607  
Van Buren, AR 72957  
(479) 471-6800

Page 1  
Salesrep 400  
Route 307  
Stop 8

INVOICE # 2684063  
Customer #: 400157  
Date: 5/22/2019  
Manifest #  
PO#

**Deliver To:**

**Bill To:**  
 AR DEPT OF HUMAN SERVICES  
  
 P.O. BOX 1437, SLOT S337  
 LITTLE ROCK AR 72203  
  
**Phone #** 479-574-2836

**Invoice Message**  
 WE ARE NOW PARTNERS- WITH MARKET SOURCE  
 FOR YOUR EQUIPMENT - NEEDS. ASK YOUR DSR!

**Special Instructions**

**Terms**  
 NSLP

Item#	Ord	Ship	Brand	Description	Pack / Size	ST	Weight	Cost	Ext Amt			
2230	10	10	PACKER	100003 CHEESE, YEL CHEDDAR FTH S 0311	1 CASE			4.09	40.90			
2508	10	10	PACKER	110861 SQUASH BUTTERNUT NO SALT 2511	1 CASE			4.09	40.90			
2549	10	9 1/6	PACKER	110857 FLOUR WHITE WHOLE WHEAT 1 0111	1 CASE			4.09	40.90			
2565	4	4	PACKER	110921 CHICKEN FILLETS UNBRD FRZ 0911	1 CASE			4.09	16.36			
2571	6	6	PACKER	110931 EGG PATTY ROUND FRZ CTN-2 1511	1 CASE			4.09	24.54			
								<b>CATEGORY_RECAP</b>	<b>COST</b>	<b>RETAIL</b>	<b>%_PROF</b>	<b>CASES</b>
									163.60			40

③ DRIVER SIGNATURE

④ CND SIGNATURE

→ can be placed anywhere on the invoice

\*Don't forget to note the discrepancies\*  
on the Agency Delivery Report!

Driver Cash Check Amount

① DRIVER INITIALS

YOU MUST CHECK YOUR MERCHANDISE BEFORE SIGNING

② CND SIGNATURE

**Status Codes**  
 O=Out  
 S=Sub  
 TX=Taxable  
 P=Partial Fill

**Sub Total** 163.60  
  
**Tax** .00  
  
**Invoice** 163.60

ALL PAST DUE INVOICES ARE SUBJECT TO FINANCE CHARGES